



Dr. Kim Hite-Pope, Executive Director
1503 W. Pierce St
Carlsbad, NM 88220
(575) 236-4005

Pecos Cyber Academy (PCA)
MINUTES OF THE BOARD MEETING
Tuesday August 24, 2021 at 4:00 p.m.

**Held via teleconference due to State Precautions regarding Public Health and Safety
During COVID-19 Pandemic:**

<https://zoom.us/j/92775393873?pwd=YTFOSFhLUXhQcDZvYUVMWWplem1KQT09>

Meeting ID: 975 7135 3751 Passcode: 250767

I. Call to Order and Roll Call

Ms. Cullen called the meeting to order at 4:06 pm. The meeting was open to the public and held via the Zoom conference platform due to the state precautions regarding public health and safety during the COVID-19 Pandemic. Ms. Cullen conducted a Roll Call.

Board Members Present: Jennifer Sears, and Vivan Cullen, Brandy Tillian (via phone and zoom video conference)

Board Members Absent: Kyla Anderson, joined later at 4:38 p.m.

Guests Present: Dr. Kim Hite-Pope (School Leader); Gloria Lopez (Business Manager); Jonas Nahoum (PCA Attorney); Daelena Potter (Special Education Director); Freda Daugherty (High School Principal-Bilingual Director); Kelli Loudermilk (Middle School Principal-Assessment Coordinator); Kelley Fontanilla (Elementary Principal-MLSS Coordinator); Lorraine Nobes (STARS Coordinator); Virginia Romero (Enrollment Specialist); Amanda Shaner (PCA Teacher); Denise Smythe (Possible New Board Member); and Amy Begay (School Attendance Coordinator-Board Meetings Liaison) all attendees via phone or Zoom video conference.

II. Public Comment

There were no public comments at this time.

a. Approval Denise Smythe to the Board

Ms. Cullen asked the Board to review the Agenda distributed prior to the meeting. No changes were needed. A motion to approve the agenda was made by Ms. Sears and lost Ms. Tillian from the phone call.

Mr. Nahoum suggested moving item VI. B) up on the Agenda the Review and Approval of Ms. Smythe to the Board.

Ms. Cullen so noted the change. Ms. Cullen asked the Board if there were any questions regarding the resume of Ms. Smythe. Asked for a motion to approve Ms. Smythe to the Board, Ms. Sears motioned and Ms. Cullen stated so moved.

RESOLVED, that Ms. Smythe was approved to the Board.

A roll call vote was conducted, and the motion passed unanimously.

III. Approval of the Agenda

Ms. Cullen asked the Board to Approve the Agenda for the meeting of August 24, 2021.

Ms. Sears made a motion to approve the Agenda, Ms. Smythe seconded.

RESOLVED, that the Agenda was approved by the Board.

A roll call vote was conducted and the motion passed unanimously.

A. Oral Reports

a. School Leader's Report

i. New Hires

Dr. Hite-Pope introduced the following new hires: PCA STARS Coordinator, Lorraine Nobes; PCA Enrollment Specialist, Virginia Romero; and PCA Counselor, Jolene Vasquez who was unable to attend the meeting. All hires have experience working in the virtual environment.

B. Financial Report

i. Bank Reconciliation (attached)

1. Consolidated Board Report SY 21-22

Ms. Lopez presented the Consolidated Board Report for School Year 2021-22.

Ms. Lopez discussed the Operational Fund, IDEA B fund, the Carl D. Perkins, the Go Bond Library funding and other State Allocations of grants and property

2. Pearson First Installment Invoice

Ms. Lopez presented the first Transition Services Invoice from Pearson. Ms. Lopez Stated this is part of the new contract with Pearson and this Invoice is not due until September 15, 2021.

ii. Recommendation of Financial Items for Board Approval from the Finance Committee

Ms. Lopez reviewed the bank reconciliation documentation, as included in the Board materials, including all the statement balances. Ms. Lopez reviewed the financial report included in the Board meeting packet, highlighting the budget and forecasting areas of the financial statements. She reviewed the Pearson Installment Invoice

1. Approval of the Pearson Installment Invoice

There being no further discussion, Ms. Cullen made the following motion, and the motion was seconded by Ms. Sears as follows:

The meeting was suspended temporarily in attempt to get Ms. Tilliman or Ms. Anderson Back on the phone to finish the Board business.

Ms. Anderson joined the meeting at 4:38 p.m.

The meeting reconvened at this time.

Ms. Sears made the motion to approve the First Installment Invoice from Pearson, Seconded by Ms. Anderson as follows:

RESOLVED: The Pearson Invoice as discussed, is hereby approved.
A roll call was conducted; the motion passed unanimously.

V. Consent Items: The Chair will ask members what items, if any, they want removed from the -consent agenda for discussion. If any member asks that an item be moved, it will be moved to Action Items. After any items have been removed, the Chair will read out the remaining consent items and ask for their adoption in one motion if there is no objection. The minutes will reflect the full text of any resolutions that were adopted as part of the consent agenda.

- a. Approval of Minutes from the July 20, 2021 Meeting (attached)
- b. Discussion of the Charter Renewal Ms. Cullen asked how this was proceeding. Dr. Hite-Pope stated that progress is being made even though some of the Administrative Staff have been sick. Dr. Hite-Pope did share how long the document is and that a Board Member will need to help review and sign the document, before the October 1, deadline.

A motion as made by Ms. Anderson and seconded by Ms. Sears as follows:

RESOLVED, the Consent Items; Minutes of the July 20, 2021 meeting:
A roll call vote was conducted, the motion passed unanimously.

VI. Action Items

- a. Review and Approval of Board member Denise Smythe. Motioned by Ms. Anderson and Seconded by Ms. Sears.

RESOLVED, that the New Pecos Cyber Academy will approve Denise Smythe as a new board member.

A roll call was conducted; the motion passed unanimously.

- b. Review and Approval of New Treasurer for the Pecos Cyber Academy Board. Ms. Smythe volunteered after Ms. Lopez share details of what the treasurer would help with. Ms. Sears motioned to have Ms. Smythe appointed to the position of Pecos Cyber Academy (PCA) Treasurer; Seconded by Ms. Anderson.

RESOLVED, that the approval of Denise Smythe to the PCA Treasurer position is hereby approved.
A roll call conducted the motion passed unanimously.

c. Approval of the Board Secretary

Mr. Nahoum stepped in and stated under the current Pecos Cyber by-laws the Treasurer is also appointed as the Secretary of the Board. Ms. Smythe will also be the Board Secretary.

RESOLVED: that the current Treasurer, recently appointed D. Smythe will also be acting Secretary, no vote required as already approved as Treasurer.

d. Designate a Board Member to approve the Renewal Application as a Charter School, some discussion Ms. Cullen volunteered to be the designated Board member. Motion by Ms. Anderson, seconded by Ms. Sears.

RESOLVED: that Ms. Cullen will be the Board Member reviewing and answering questions for the Charter Renewal application due October 1 2021. A roll call conducted motion passed unanimously.

VII. Information Items

None

VIII. Adjournment and Confirmation of the Next Meeting Date-Tuesday September 21, 2021 at 4 p.m.

Ms. Cullen noted that the Board was at the end of its agenda and that it was time to Adjourn, a motion was made by Ms. Anderson and seconded by Ms. Smythe as follows:

RESOLVED, the Pecos Cyber Academy Board meeting was at adjournment at 5:08 pm and that the next Board Meeting is Tuesday, August 24, 2021 at 4:00 p.m.

A roll call was conducted; the motion passed unanimously.